

V. Sub-Grantee Programmatic Monitoring and Expectations

- a. Sub-grantee orientation and training
 - i. All sub-grantees' programmatic and/or financial points of contact are required to attend a JGA orientation and grant management training within the first month of their grant award period. JGA hosts separate three-hour trainings for each of the grant managers' portfolio of sub-grantees. The JGA senior fiscal and administrative manager organizes the content and logistics of this training, in partnership with the grant managers, and provides the logistical information on the training to the JGA grant managers. The JGA grant managers notify their sub-grantees and confirm their attendance at least two weeks before the training date.
 - ii. The training includes information for sub-grantees on: JGA's financial and programmatic expectations; the financial reimbursement process and required forms/documentation; the programmatic reporting process and forms, including required federal performance measures and reporting specific to different federal awards; and any special conditions.
- b. JGA programmatic responsibilities and oversight
 - i. The JGA grant managers and director are responsible for ensuring that sub-grantees are achieving appropriate progress towards meeting the outputs, outcomes, performance measures and timelines identified in the final grant application; identifying startup and implementation challenges; and for assisting sub-grantees with addressing these challenges through training, technical assistance, and/or corrective actions as needed. At a minimum, the JGA grant managers and the director: meet with each sub-grantee at least once during the first quarter of the grant award period to review project progress; obtain quarterly programmatic reports; conduct an annual site visit in the second quarter of the grant period; facilitate at least one peer learning exchange amongst sub-grantees; and arrange calls with sub-grantees when needed to discuss reimbursement, project activities, grant adjustments, and other grant related issues.
 - ii. JGA grant managers are expected to arrange informal/formal conference calls to check on the programmatic and financial status of their sub-grantees in relation to the size of the grant award and the level of risk of the sub-grantee as indicated by past or current programmatic, administrative or financial challenges. For high risk sub-grantees (sub-grantees experiencing significant programmatic or financial challenges), the grant manager is required to check in with the sub-grantee programmatic point of contact, and the organization executive director if needed, on a minimum of a monthly basis.
 - iii. JGA grant managers are responsible for saving all quarterly programmatic reports and related performance measure documentation in the JGA share drive, hard copy file, and for noting sub-grantees' submission dates on the tracking spreadsheet.
- c. Programmatic reports and performance measures
 - i. Sub-grantees submit electronic quarterly programmatic reports to their JGA grant manager that follow the JGA quarterly programmatic report template. These reports include a progress report on all of the outputs and outcomes, as appropriate, identified in the RFA, any additional

outputs and outcomes that the sub-grantee identified in their final application, and any required federal performance measures.

- ii. Completed programmatic reports are submitted in electronic form to the JGA grant manager by the fifteenth of the month following the end of the quarter or by the last day of the last month of the quarter for Recovery sub-grantees. The grant manager reviews the reports to ensure all requested information is included; identifies any questions or concerns; and within 30 days, returns the report to the sub-grantee with written feedback on the report.
 1. If the report submitted by the sub-grantee identifies significant implementation challenges then the grant manager facilitates a conference call or meeting with the sub-grantee and the JGA director to discuss and develop a plan for resolving these concerns. This discussion and a resolution plan is finalized no later than one month after receiving the initial report, and as identified below, results in the completion of a problem notification/grant adjustment form.
- iii. JGA delays the processing of a sub-grantees' requests for reimbursement until such time as sub-grantees have submitted all quarterly programmatic reports and these reports include all requested information.
- iv. For some of JGA's federal award programs, sub-grantees are required to electronically report on their performance measures directly to the Department of Justice on a quarterly, semi-annual or annual basis using the DOJ's online performance measure reporting system. During the JGA sub-grantee orientation and training, sub-grantees are provided with the reporting schedule for their award as well as instructions on how to complete these reports. The grant managers also customize sub-grantee's quarterly programmatic reports to include the required reporting dates, and the last question of the JGA quarterly programmatic report form asks sub-grantees to confirm the date of their performance measure submission and to attach a screen printout of this submission to their quarterly report. Given that sub-grantees' quarterly programmatic reports include progress reports on these performance measures, sub-grantees need to only copy and paste the information into DOJ's system.

d. Peer sharing

- i. Grant managers facilitate a minimum of one peer sharing forum per fiscal year for all sub-grantees funded from the same RFA. These peer sharing exchanges provide an opportunity for sub-grantees to share the results of their work to date, identify common challenges and concerns, and to obtain lessons learned and technical assistance from their peers. Grant managers schedule these forums within the first three quarters of the fiscal year, and sub-grantees' programmatic contacts are required to attend.
 1. For sub-grantees that are the sole award from an RFA, grant managers work with the JGA director to identify organizations within the District that have expertise in and/or are working on similar issues to the sub-grantee that can serve as peer learning or technical assistance partners.

e. Site visits

- i. Grant managers conduct at least annual site visits to all sub-grantees within the first two quarters of the fiscal year to review their administrative, financial, and programmatic compliance with their grant award application, agreement, and all terms and conditions. Site visits include the following components:
 - 1. Grant managers conduct a grant file desk review to identify any missing or incomplete documents and to review programmatic and financial outputs and outcomes to date.
 - 2. Grant managers contact the sub-grantee's programmatic and financial points of contact to alert them to the pending site visit; provide a range of available dates and times; provide them with a copy of JGA's site visit assessment tool so that they can prepare all necessary documents; and identify any outstanding findings from the desk review that will be discussed and ideally addressed at the visit.
 - 3. Grant managers ask sub-grantees to arrange the agenda for the visit, which must include: a meeting with the programmatic and financial points of contact; a sub-grantee grant file review and a review of additional required administrative documentation; if possible and appropriate, a discussion with front-line project staff and an observational assessment of project activities; and an exit interview to discuss findings and recommendations for improvement.
 - 4. After the visit, grant managers send sub-grantees a brief written summary of their visit including any recommendations for improvement and follow-up on requested technical assistance. If significant concerns are identified at the site visit, sub-grantees are asked to provide JGA with a written response identifying their plan to address the identified concerns within the timeline given, with a series of corrective actions outlined if sub-grantees are unable to make sufficient progress.
- f. Administrative evaluation
 - i. Within 30 days or less before the conclusion of sub-grantees' grant award period, the grant managers complete an evaluation, as per the JGA template, of the sub-grantees' administrative grant performance. This evaluation provides sub-grantees' with feedback on their administrative compliance with their grant requirements and recommendations for improvement, and is used by JGA and provided to grant application review panelists when considering future grant applications.
- g. Lessons learned
 - i. Before the end of the fiscal year, the JGA director works in coordination with the grant managers, sub-grantees, and the Mayor's Office to arrange for a public JGA grant awards lessons learned forum. The goal of this forum is to inform the Mayor's Office, District and federal agencies, and the CBO community about the impact of JGA's grant awards during the past fiscal year and the lessons learned for the District's juvenile and criminal justice system's policies, programs, and funding. The director alerts potential attendees to the forum; organize the agenda of the forum; and identify select sub-grantees to participate and present for each JGA funding initiative.